SHARP

ELECTRONIC ORGANIZER

OPERATION MANUAL

Instrucciones abreviadas en español

YO-270

CONTENTS

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

CAUTIONS

- Do not carry the Organizer in the back pocket of slacks or trousers.
- Do not drop the Organizer or apply excessive force to it.
- Do not subject the Organizer to extreme temperatures.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Clean only with a soft, dry cloth.
- Use only a SHARP approved service facility.

NOTES

- All company and/or product names are trademarks and/or registered trademarks of their respective manufactures.

Using the Organizer for the First Time

Be sure to perform the following operations before using the Organizer for the first time.

1. Pull out the battery insulation sheets from the battery compartment.

   The Organizer starts operation.

   (The battery insulation sheets were inserted at the factory to prevent battery wear.)

2. Press the **RESET** switch.

   A message, "CLEAR ALL DATA OK?" is displayed.

3. Use ◀ or ▶ to select "Yes" and press ENTER.

   The message will appear as "Do you really want to initialize the organizer's memory?"

4. Select "Yes" using ◀ or ▶ and press ENTER.

   The Organizer is now initialized. Proceed to set the date and time of the clock (Refer to page 6).

Note
• Press the **RESET** switch with a ball-point pen or similar object. Do not use an object with a breakable or sharp tip.

If a malfunction occurs under abnormal conditions

If the organizer is subjected to strong extraneous electrical noise or shock during use, on rare occasions, all the functions will not work properly and data may be displayed incorrectly. In such cases, follow the procedures as shown below.

1. Press **RESET**.

2. When a message, "CLEAR ALL DATA OK?" is displayed, select "No" and press ENTER.

   If the first procedure doesn't work, follow the next procedure to initialize the organizer's memory. In this case, all the stored data will be deleted.

1. Press **RESET**.

2. When a message, "CLEAR ALL DATA OK?" is displayed, select "Yes" and press ENTER.

Auto Shut Off Function

When none of the keys has been pressed for approximately 7 minutes (initial setting), the Organizer automatically turns the power off to save the batteries.

Setting the Auto Shut Off time (Default: 7 minutes)

```
Auto Shut Off
1 Min.        5 Min.
2 Min.        7 Min.
3 Min.        9 Min.
```

1. If the display is in another mode or World Clock mode, press CLOCK to enter the Home Clock mode.

2. Press W.

   The Auto Shut Off time setting window will appear.

3. Press an appropriate number key (1 to 3, 5, 7, 9) to select the Auto Shut Off time.

Backlight

The Backlight allows you to view the display and use the Organizer even in low-light conditions. Pressing BackLight once illuminates the display for as long as you continue to use the Organizer, or until no key is pressed for 15 seconds.

• To turn the Backlight off, press BackLight again.

• The Backlight may remain on for less than the preset interval or it may not function if the battery level is low.

• The Backlight does not function during data transfer.

Do not use the Backlight unnecessarily.

• Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce the life of your batteries.

Adjusting the LCD Contrast

Press PREV or NEXT in the Home Clock mode.

The LCD display will become brighter each time PREV is pressed and darker each time NEXT is pressed.
Adjust the contrast to the level you find best for viewing.

Turning the key sound On and Off

Press V in Home Clock mode to set the key sound On and Off.

Memory Check

Press M•CK in Home Clock mode.

The memory check window will appear.

```
Memory Free
100 %
```

Press any key to return to Home Clock mode.

Display Symbols

🔔   Alarm sound: The Alarm Clock is ON.
Alarm sign: Appears on the display when the alarm sounds.

📧))   Schedule Alarm: The schedule alarm is ON.
Schedule Alarm sign: Appears on the display when the schedule alarm sounds.

🎁   Anniversary sign: Indicates that a special day will arrive within days as set in Reminder.

▲   UP sign: More information exists above the current display. (Press ▲.)

▼   DOWN sign: More information exists below the current display. (Press ▼.)

CAPS   CAPS LOCK sign: Capital (uppercase) letters will be entered. To enter small (lowercase) letters, press CAPS to turn "CAPS" off.

♪   Beep sound: Key touch sound (beep) is ON.

EDIT   EDIT function: The listing on the display can be edited.
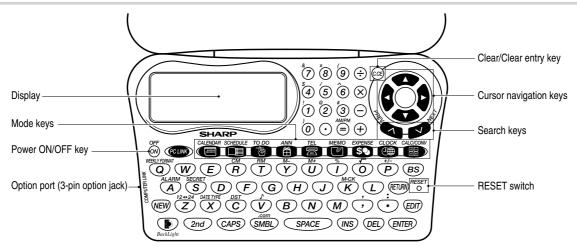
2nd   2nd function: Indicates that 2nd has been pressed.

((•))   Alarm sign: The daily alarm is ON.

BATT   Low Battery sign: Indicates that the battery level is extremely low.

• The display examples in this manual show only the symbols required for each explanation.

3

Part Names

Display

Mode keys

Power ON/OFF key

Option port (3-pin option jack)

Clear/Clear entry key

Cursor navigation keys

Search keys

RESET switch

Key Assignments

ENTER : ENTER key

NEW : NEW entry key

EDIT : EDIT key

DEL : DELETE key

INS : INSERT key

RETURN : RETURN key

Used to exit the current mode.

2nd : 2nd Function key
Activate the second function specifically assigned to the next key pressed.
Also functions for special characters assigned to the number keys.

CAPS : CAPS key
Functions as CAPS LOCK. It is used to select capital (uppercase) or small (lowercase) letters.
In this manual the keys are represented by symbols, for example:

& → &| : Indicates the "&" key.

7 → 7 : Indicates the numeric "7" key.

4

Entering Characters

Moving the Cursor

Move the cursor by pressing ◀, ▶, ▲, or ▼ .

Entering Characters

1. Entering letters and numbers

The initial setting for entering letters is small (lowercase) letters. To enter capital (uppercase) letters, turn "CAPS" on by pressing CAPS.

2. Entering graphic symbols and special characters

Key map for special characters

Key	Display	Key	Display	Key	Display
2nd 0	)	2nd 1	!	2nd 2	@
2nd 3	#	2nd 4	$	2nd 5	/
2nd 6	^	2nd 7	&	2nd 8	*
2nd 9	(	2nd ,	'	2nd .	:
2nd SMBL	.com				

• Entering characters ✕ and ÷ by themselves is not possible.

Other characters

Press SMBL to display the symbol entry mode, allowing a total of 11 symbols and characters to be selected. To select the desired symbol/special character, press SMBL the appropriate number of times at the position where you would like to insert it.

Characters assigned to SMBL :

? ; " %_ Ł ¥ ¢ € ~ ^

Making Corrections

1. Inserting or Replacing characters

Press INS, once or twice, to insert or replace characters.

2. Deleting characters

C•CE can be used for deletion of data in Calculator mode and Rate figure in Conversion mode.

DEL and BS can be used for deletion of characters

DEL can also be used to delete listings

⌨ 🌐 *Built-in Calendar and Clock*

Precautions

- Calendar, Schedule, Expense, and Clock modes allow you to enter the desired date and time between Jan. 1, 1950 and Dec. 31, 2150.
- If an attempt is made to store an invalid time or date, you will not be able to move the cursor to date entering, or store the time and date by pressing ENTER. Enter the correct value and press ENTER again.

🌐 *Clock Mode*

The Organizer has both Home Clock and World Clock modes. The display switches between Home and World clock each time CLOCK is pressed.

```
New York
U.S.A.
TUE DEC  24, 2002
 🕐 2:34:56 PM
```

```
London
United Kingdom
TUE DEC 24, 2002
 🌐 7:34:56 PM
```

Home Clock Mode   **World Clock Mode**

Setting the Home Clock

1. If the display is in other mode or World Clock mode, press CLOCK to enter the Home Clock mode.

2. Press EDIT .

   The organizer will enter the clock setting mode.

3. Select AM or PM using AM/PM (or ▲ ▼).

4. Press ▶ to move the cursor to the Hour position.

```
New York
U.S.A.
TUE 01 01, 2002
 🕐 12:34:00 PM
```

5. Enter the appropriate hour.

```
New York
U.S.A.
TUE 01 01, 2002
 🕐 03:34:00 PM
```

6. Press ▶ to move the cursor. Enter the minutes in the same way.

```
New York
U.S.A.
TUE 01 01, 2002
 🕐 03:30:00 PM
```

   The seconds position can not be edited. Timekeeping starts from 00 immediately after you set the clock.

7. Press ▶ to move the cursor to the Month position.

8. Enter the appropriate month.

```
New York
U.S.A.
TUE 12 01, 2002
 🕐 03:30:00 PM
```

   Press ▶ to move the cursor to the Day position. Enter the day and then year in the same way.

9. Press ◄ or ► to move the cursor to the City position.

```
New York
U.S.A.
TUE 12 24, 2002
🕐 03:30:00 PM
```

10. Select your Home city using ▲ or ▼.

The Organizer has 96 time zone cities. If your city is not listed, use the nearest city in the same time zone as your Home city.

```
Los Angeles
U.S.A.
TUE 12 24, 2002
🕐 03:30:00 PM
```

11. Press ENTER to set the Clock.

The clock starts from exactly the set time (xx:xx:00).

```
Los Angeles
U.S.A.
TUE DEC 24, 2002
🕐 3:30:01 PM
```

Note
• To select your Home city quickly at Step 10, move the cursor to the Country position using ► and select the desired country using ▲ or ▼. Then move the cursor back to the City position using ◄ and select a city name using ▲ or ▼.

Selecting the date format (Default: Month-Day-Year)

1. Press DATE TYPE the appropriate number of times to select the desired date format.

Month-Day-Year ➡ Year-Month-Day ➡ Day-Month-Year

Note
• There may be differences in month display between input/edit mode and search mode. Refer to the following table.

Mode	Month-Day-Year	Year-Month-Day	Day-Month-Year
Input/Edit	01 24 2002	2002 01 24	24 01 2002
Search	JAN 24, 2002	2002 JAN 24	24 JAN 2002

Selecting the 12- or 24-hour time systems (Default: 12 hour)

1. Press 12•▶24 the appropriate number of times to select the 12 hour or 24 hour systems.

12 hour

```
Los Angeles
U.S.A.
TUE DEC 24, 2002
🕐 3:30:01 PM
```

24 hour

```
Los Angeles
U.S.A.
TUE DEC 24, 2002
🕐 15:30:01
```

Setting Daylight Saving Time (DST) ON/OFF

1. Press DST once to switch the DST setting.

```
Los Angeles
U.S.A.
THU AUG  8, 2002         ☼
🕐 3:34:56 PM
```

Changing the World Clock zone to the Home time zone

When traveling abroad, you can easily change Home Clock settings by changing the time zone.

1. Press CLOCK to enter the World Clock mode.

2. Select the desired city using ▲ or ▼ .

```
London
United Kingdom
TUE DEC 24, 2002
🌐 7:34:56 PM
```

(((•))) Alarm

The organizer has the following three Alarm modes. Once you set an alarm, a beep sounds for 1 minute at the set time every day or for a specific date.

Alarm 1: sounds beep two times then interval, repeatedly
Alarm 2: sounds beep three times then interval, repeatedly
Alarm 3: sounds beep four times then interval, repeatedly

Setting the alarm time (and date)

1. If the display is in another mode or World Clock mode, press CLOCK to enter the Home Clock mode.

2. Press ALARM to enter the Alarm Mode.
   Alarm 1 mode will appear.

```
        –Alarm 1–
   MM/DD    - - : - -
```

3. Select an Alarm mode from 1 to 3 using NEXT or PREV, if required.

4. Press EDIT.
   Alarm setting mode appears and the cursor flashes on the hour field.

```
        –Alarm 1–
   MM/DD    ▮▮ : - -
```

5. Enter the hour.

Note
• Enter the numbers in 24-hour format.

```
        –Alarm 1–
   MM/DD    07 : - -
```

• An alarm setting may not be possible for certain days in the next year.

6. Move the cursor using ◄ or ► to the minute field.

7. Enter the minutes.

   Continue to enter the date you wish to set in the same manner.

   If you wish an everyday alarm such as a morning call, keep the date/month field empty.

```
        –Alarm 1–
   11/▮10▮    7 : 30
```

8. Press ENTER.

9. Enter some comment for your reminder.

```
        –Alarm 1–
   MM/DD  7 : 30  AM
   Notes:   Morning Call▮
```

Note
• Up to 40 characters can be entered.

10. Press ENTER.

   The Alarm icon will appear on the display.

```
        –Alarm 1–
   (•)  MM/DD  7 : 30  AM
        Morning Call
```

Note
• Once the Alarm is set, the set data cannot be deleted.

Switching the alarm OFF (or ON)

1. If the display is in another mode or World Clock mode, press CLOCK to enter the Home Clock mode.

2. Press ALARM to enter the Alarm Mode.

   Alarm 1 mode will appear.

```
         –Alarm 1–
((•))  MM/DD  7 : 30  AM
       Morning Call
```

3. Select an Alarm mode from 1 to 3 using NEXT or PREV, if required.

4. Press ALARM again.

   The alarm icon will disappear and the alarm will be set to OFF.

```
         –Alarm 1–
     MM/DD   - - : - -
```

   Press ALARM again to set the alarm ON.

To stop the Alarm

Press any key to stop the alarm.

☏ Telephone Mode

There are three telephone entry categories, Personal, Business, and Others. Each entry can be simply classified for easy access to the data. All can be used to search for listings from the three telephone categories.

Each time you press TEL , the display will change in the following manner:

```
Personal        ☏
Search Name?
|
```

```
Business        ☏
Search Name?
|
```

```
Others          ☏
Search Name?
|
```

```
All             ☏
Search Name?
|
```

Each entry has the following 14 fields.

	Field Name	Maximum number of alphanumeric characters
1	Last name:	48
2	First name:	48
3	Company:	96
4	Home#:	48
5	Office#:	48
6	Fax#:	48
7	Other#:	48
8	Address:	96
9	City:	48
10	State:	48
11	Zip code:	48
12	Country:	48
13	E-mail:	48
14	Notes:	96

Entry

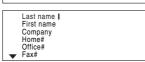### \<Example\>

1. Press TEL to select Business.

```
Business        ☎
Search Name?
▏
```

2. Press NEW.

   The display will change to the record input mode.

```
Last name ▏
First name
Company
Home#
Office#
▼  Fax#
```

3. Enter the Last name.

   For example, "**Smith**"

```
Last name Smith▏
First name
Company
Home#
Office#
▼  Fax#
```

4. Press ENTER or ▼ ,

   then enter the First name. For example, "**John**"

```
Last name Smith
First name John▏
Company
Home#
Office#
▼  Fax#
```

5. Press ENTER or ▼ to move the cursor to the Company and enter "**ABC International Co.**"

```
Last name Smith
First name John
Company    ational Co.▏
Home#
Office#
▼  Fax#
```
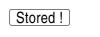
6. Press ENTER or ▼ to move the cursor to the Home #.

7. Enter "**585-4280**".

```
Last name Smith
First name John
Company  A B C  I n t e r n a..
Home#     585-4280▏
Office#
▼  Fax#
```

8. Press ENTER or ▼ to move the cursor to the Office # and enter "**619-542-7320#33**".

   *Press 2nd 3 to enter #.

```
Last name Smith
First name John
Company  A B C  I n t e r n a..
Home#     585-4280
Office#   619-542-732..
▼  Fax#     ▏
```

9. Enter each category in the same manner.

10. At the Notes field, Press ENTER to store the data.

   The Business Search display will appear.

```
Stored !
```

Note:

• The data cannot be stored unless Home#, Office#, Fax# or Other# field is entered.

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Search

Last Name Alphabetical Search

1. Press TEL the appropriate number of times to enter the desired Telephone mode.
   The Search window will appear.

2. Press NEXT or PREV to search for the target record in alphabetical order.

Last Name Direct Search

1. Press TEL the appropriate number of times to enter the desired Telephone mode (in this case Business).

   The search window will appear.

2. Enter some of the last name letters in order.

   Up to 10 letters can be entered.

```
Business            ☎
  Search Name?
   Smith▌
```

3. Press NEXT or PREV key to search for the target record.

   If there is no data matched, "Not Found!" will appear, and then the screen will return to the initial display.

Company Name Direct Search

1. Press TEL the appropriate number of times to enter the desired Telephone mode.

   The search window will appear.

2. Press ▼ or ▲ to change the search mode to "Search Company?".

3. Enter some of the company name letters in order.

   Up to 10 letters can be entered.

```
Business            ☎
CAPS Search Company?
   ABC▌
```

4. Press NEXT or PREV key to search for the target record.

See also

⌨ Calendar Mode

Navigating the Monthly Calendar Display

1. Press CALENDAR to enter the Calendar Mode.

   The monthly calendar of the current month will appear.

   The current day will be highlighted.

   Navigate the calendar using the following keys:

   NEXT PREV : displays the following or previous month.

   ◀: Go to previous day

   ▶: Go to next day

   ▲: Go to the same day of the previous week
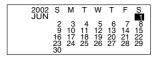
   ▼: Go to the same day of the next week

   • ◀, ▶, ▲ and ▼ cursors can move only within the month displayed.

```
2002  S  M  T  W  T  F  S
JUN                      1
      2  3  4  5  6  7  8
      9 10 11 12 13 14 15
     16 17 18 19 20 21 22
     23 24 25 26 27 28 29
     30
```

Changing the weekly display format

The organizer has two weekly formats:

1. Press CALENDAR and then Q to change between the formats below.

```
2002  S  M  T  W  T  F  S
JUN                      1
      2  3  4  5  6  7  8
      9 10 11 12 13 14 15
     16 17 18 19 20 21 22
     23 24 25 26 27 28 29
     30
```

```
2002  M  T  W  T  F  S  S
JUN                   1  2
      3  4  5  6  7  8  9
     10 11 12 13 14 15 16
     17 18 19 20 21 22 23
     24 25 26 27 28 29 30
```

Directly go to the target month

1. At the Calendar Mode, press NEW.

   Data input screen will appear.

```
Calendar
Search Date?
 01-01-2002
```

2. Enter the target date.

3. Press ENTER.

   The monthly calendar of the target date will appear.

   Note: In the Calendar Mode, monthly calendars from January 1950 to December 2150 are available.

Confirmation of the Schedule, To Do, and Anniversary Mode entries

You can see the dates to which you assigned a Schedule, To Do or Anniversary on the monthly calendar display.

The indication marks are displayed as follows:

— Schedule

— To Do

— Anniversary

📖 Schedule Mode

Entry

<Example>

A project meeting will be held from 10:00 AM to 11:00 AM on Setember 11, 2002

1. Press SCHEDULE to enter the Schedule Mode.

   The Schedule Search window will appear.

   ```
   Schedule              📖
   Search Date?
    08-08-2002
   ```

   The current date will be displayed and the cursor under the first number flashes.

   The first number depends on your Date Format selection. These examples are in the MM/DD/YYYY format.

2. Press NEW. The Schedule Entry display will appear and Date will be highlighted. Enter 09 for month.

   ```
   Date         09-11-2002
   Start Time      9:00  AM
   End Time        9:00  AM
   Alarm        ◄   Yes   ►
   ▼ Reminder   0 Min. Before
   ```

3. Move the cursor to the day/year field by using ◄ or ► and enter the target day/year in the same manner.

4. Press ENTER, and enter 10:00 for Start Time.

   ```
   Date         SEP 11,2002
   Start Time      10:00
   End Time        9:00  AM
   Alarm        ◄   Yes   ►
   ▼ Reminder   0 Min. Before
   ```

5. Press ENTER.

   "End Time" will be highlighted and the time will automatically change to 30 minutes after the Start Time.

   ```
   Date         SEP 11,2002
   Start Time      10:00  AM
   End Time        10:30
   Alarm        ◄   Yes   ►
   ▼ Reminder   0 Min. Before
   ```
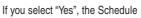
6. Enter 11:00 for End time, and press ENTER.

   ```
   Date         SEP 11,2002
   Start Time      10:00  AM
   End Time        11:00
   Alarm        ◄   Yes   ►
   ▼ Reminder   0 Min. Before
   ```

7. Press ◄ or ► to select "Yes" or "No" for Alarm setting, and press ENTER.

   ```
   Date         SEP 11,2002
   Start Time      10:00  AM
   End Time        11:00  AM
   Alarm        ◄   Yes   ►
   ▼ Reminder   0 Min. Before
   ```

   If you select "Yes", the Schedule Alarm will sound at the time set in Reminder minutes before the Start time. If you select "No", Schedule Alarm will not sound.
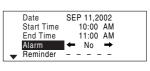
Note:
- If you select "No" in step 7, "Description" will appear instead. Go step 9 to continue.

   ```
   Date         SEP 11,2002
   Start Time      10:00  AM
   End Time        11:00  AM
   Alarm        ◄   No    ►
   ▼ Reminder   – – – – –
   ```

8. Enter the appropriate time for Reminder and press ENTER. Schedule Alarm will sound at the entered time before the Start Time. You can select any number from 00 to 99.

   ```
   Date         SEP 11,2002
   Start Time      10:00  AM
   End Time        11:00  AM
   Alarm        ◄   Yes   ►
   ▼ Reminder   05 Min Before
   ```

Note:
- Enter the number in two-digit format

9. Enter the name of the scheduled item into the Description field. (Project meeting).

   Up to 96 alphanumeric characters can be entered.

```
Date              SEP 11, 2002
Description:       Project Mee
                  ting▌
```

10. Press ENTER.

    The data will be stored. Press ENTER again, and the confirmed display will appear.

```
Schedule              📖▤
  ⏰ SEP 11, 2002
B  10:00 AM ➡ E  11:00 AM
Project Meeting
```

Search

Search today's schedule

1. Press SCHEDULE to enter the Schedule Mode.

   The Schedule display will appear.

   The current date will be displayed and the first number flashes.

   The first number depends on your Date Format selection. These examples are in the "MM/DD/YYYY" format.

2. Press NEXT or PREV to search for the target schedule item.

```
Schedule              📖▤
  ⏰ AUG  8, 2002
B   3:00 PM ➡ E   5:30 PM
Project presentation
```

Search a schedule on a future (or past) date

1. Press SCHEDULE to enter the Schedule Mode.

   The Schedule display will appear.

   The current date will be displayed and the cursor under the first number flashes.

   The first number depends on your Date Format selection. These examples are in the "MM/DD/YYYY" format.

2. Set the desired date.

   Select the month, day and year field using ◀ or ▶ and enter the desired number.

```
Schedule              📖▤
Search Date?
  0̲9-11-2002
```

3. Press ENTER to search for the target schedule item of the specific date.

```
Schedule              📖▤
  ⏰ SEP 11, 2002
B  10:00 AM ➡ E  11:00 AM
Project Meeting
```

See also

🎁 *Anniversary Mode*

In Anniversary mode, you can specify the month and date (such as wedding anniversaries and birthdays).

Once data is stored as an anniversary, a flag appears on the date set in the calendar.

The maximum number of characters for each description is 96 alphanumeric characters.

Entry

<Example>

"Nancy's Birthday" on February 12th.

1. Press ANN to enter the Anniversary mode.

2. Press NEW.

> Anniversary 🎁
> Search Date?
> 08-08

The Anniversary entry mode will be displayed and Date will be highlighted.

3. Enter the date, 02 for month and 12 for day.

4. Press ENTER.

> Anniversary 🎁
> Date   02-12
> Reminder   5 Days Before

Reminder will be highlighted.

5. Enter the Reminder date from 0 to 9.

6. Press 3 then ENTER.

7. Enter "Nancy's Birthday".
   Use 2nd , for " ' (apostrophe)".

8. Press ENTER to store.
   The anniversary icon (🎁) will not appear until the day set in Reminder.

> Anniversary 🎁
> Date   FEB 12
> Reminder   3 Days Before

> Anniversary 🎁
> Description: Nancy's Birt
>   hday▮

Note:
• After entering the date, you cannot return to the date field from other fields. Exit the Anniversary mode and reenter from the beginning.

Search

1. Press ANN to enter the Anniversary mode.

2. Press NEXT or PREV to search for the record.

For direct search

Enter the date to go to the target date and then press ENTER.

See also

In the To Do mode, you can store your important To Do items with a priority index.

Entry

<Example>

You have to visit the HK Exhibition on December 10 , 2002

1. Press TO DO to enter the To Do mode.

> To Do ☝
> Search Date?
> 08-08-2002

2. Press NEW.

   The To Do Entry display will appear.

> To Do ☝
> Date   08-08-2002
> Priority   1

3. Enter 12 into the month field.

4. Move the cursor to the day/year field using ◀ or ▶ and enter 10 and 2002 respectively.

> To Do ☝
> Date   12-10-2002
> Priority   1

5. Press ENTER and select the Priority number from 1 (High) to 9 (Low) using ◀ or ▶, then press ENTER.

> To Do ☝
> Date: DEC 10, 2002
> Priority   ← 2 →

Note:
- After entering the date, you cannot return to the date field from other fields. Exit the To Do Mode and reenter from the begining.

6. "Description" will appear. Enter what you have to do on the target day.
   Enter "**Visit HK Exhibition**"

> To Do ☝
> Description: Visit HK Ex
>   hibition▌

   Up to 96 alphanumeric characters can be entered.

7. Press ENTER to store the data.

> To Do ☝
> Priority: 2   Pending
> Due Date: DEC 10, 2002
> ▼ Description: Visit HK Ex

Search

Sequential search

1. Press TO DO to enter the To Do mode.

   The To Do Search Screen will appear.

   The current date will be displayed and the cursor under the first number flashes.

   The first number depends on your Date Format selection. These examples are in the MM/DD/YYYY format.

2. Press NEXT or PREV to search for the target To Do items of the nearest date.

Date search

1. Press TO DO to enter the To Do mode.

2. Select the month, day or year field using ◀ or ▶ and enter the desired date.

> To Do
> Search Date?
> 12-10-2002

3. Press ENTER to search for the target To Do item of a specific date.

> To Do
> Priority: 2   Pending
> Due Date: DEC 10, 2002
> ▼ Description: Visit HK Ex

See also

🖊 *Memo Mode*

You can store memos using the Memo Mode. Up to 96 alphanumeric characters can be entered per one record.

Entry

<Example>

Enter your passport number: 12AB34567

1. Press MEMO to enter the MEMO Mode.

> Memo

2. Press NEW and enter as follows.

   Passport No. 12AB34567

> Memo
> CAPS Passport No. 12A ▌

3. Press ENTER.

   The screen will display the saved information.

> Memo
> Passport No. 12AB3456
> 7

Search

1. Press MEMO to enter the MEMO Mode.
   The Memo mode display will appear.

2. Press NEXT or PREV to search for the record.

See also

$● Expense Mode

The Expense function is an easy-to-use method of tracking personal and business expense information. The Expense Report allows you to see the total expenses for a single day or for a certain period.

1 Expense: Item-by-item expense entry and view mode
2 Report: Display the total expenses for a single day or a certain period
3 Change the category: Assign a new category name (up to 7 characters for each)

Entry

<Example>

The date is August 18, 2002.
You bought flight tickets for a business trip costing $1,200.

1. Press EXPENSE to enter the Expense mode.

```
Expense              $●
1.Expense
2.Report
3.Change the Category
```

2. Press 1 to select **1. Expense**.

3. Press NEW

The Expense record entry mode will appear. The current date will be displayed.

```
Date        08 -18- 2002
Category    Meals
Amount              0.
Payment     Cash
Receipt     YES
Memo
```

The first number depends on your Date Format selection. These examples are in the MM/DD/YYYY format.

4. Enter the date if necessary.

5. Press ENTER.

```
Date        08 -18- 2002
Category    Meals
Amount              0.
Payment     Cash
Receipt     YES
Memo
```

6. Select the expense category using ◀ or ▶.

There are 8 preset categories to select.

```
Date        AUG 18, 2002
Category    ←  Fares  →
Amount
Payment     Cash
Receipt     YES
Memo
```

Meals ➡ Hotel ➡ Car ➡ Phone ➡ Fares ➡ (Enter't) Entertainment ➡ Tips ➡ Misc

7. Press ENTER, and enter 1200. Up to 12 digits can be entered.

```
Date        AUG 18, 2002
Category    Fares
Amount           1200.
Payment     Cash
Receipt     YES
Memo
```

8. Press ENTER.

9. Select the payment using ◀ or ▶.

There are 4 preset payment systems to select.

```
Date        AUG 18, 2002
Category    Fares
Amount           1200.
Payment     ←  Check  →
Receipt     YES
Memo
```

Cash ➡ Check ➡ Card ➡ Others

10. Press ENTER, and select "YES" or "NO" using ◄ or ►.

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	← YES →
Memo	

11. Press ENTER, and enter "Flight ticket".

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	YES
Memo	Flight ticket

12. Press ENTER to store the data.

Recall

1. Press EXPENSE.
2. Press 1 to select **1. Expense**.
3. Enter the date you wish to search.

```
Expense              $ 🔊
Search Date:
        08 - 18 - 2002
```

4. Press ENTER.

   Scroll the page using ▲ or ▼.

   Press NEXT to view the next record, PREV to view the previous record.

Date	AUG 18, 2002
Category	Fares
Amount	1200.
Payment	Check
Receipt	YES
Memo	Flight ticket

Summary Report

1. Press EXPENSE to enter the Expense mode.

```
Expense              $ 🔊
1.Expense
2.Report
3.Change the Category
```

2. Press 2 to select **2. Report**.

3. Enter the first date from you wish to summarize the expense. (July 10, 2002)

```
Expense              $ 🔊
       Report
From :  07 - 10 - 2002
To    :  08 - 10 - 2002
```

• Press ▲, ▼, ◄ or ► to move the cursor to set the dates.

4. Enter the last date at you wish to summarize the expense. (August 10, 2002)

5. Press ENTER.

   Total amount report during the period will be displayed.

   Scroll the page using ▲ or ▼.

Total	1230.5
Meals	53.5
Hotel	40.
Car	200.
Phone	20.5

Change the Category

You can change the category name for your convenience.

1. Press EXPENSE to enter the Expense mode.

2. Press 3 to select
   3. Change the Category.

   The change category display
   will appear.

```
      - Change the Category -
   Category:     1.Meals
                 2.Hotel
                 3.Car
   ▼             4.Phone
```

3. Select the category you wish to change using ▲ or ▼.

4. Press ENTER.

5. Delete the preset category name using DEL or BS.

6. Enter the new category name.
   (e.g. Books)
   Up to 7 characters can be
   entered for the Category name.

```
   ▲  - Change the Category -
   Category:     5.Fares
                 6.Books
                 7.Tips
                 8.Misc
```

7. Press ENTER.

   All the revisions are stored.

Note:
• Entries previously stored under the former category will appear
  under the new category after the revisions are made.

See also

Editing Listings

1. Edit

1. Recall a listing in the desired mode.

2. Press EDIT.
   The display will change to the entry mode.

3. In TEL mode, move the cursor to the appropriate field using ▲ or
   ▼.

• Skip step 3 in other modes.

4. Edit the data.
   ◄ ► ▲ ▼: move the cursor to left, right, up or down, respectively
   DEL BS: can be used to delete characters
   INS: changes between the INSERT mode and the OVERWRITE mode

5. Press ENTER to store.

Deleting Listings

Delete

1. Recall a listing in the desired mode.

2. Press DEL.
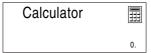   The confirmation display will appear.

3. Select YES using ◄ ►.
   If you wish to exit, select NO and press ENTER.

4. Press ENTER.

▦ Calculator Mode

The Organizer's built-in calculator can perform the 3 arithmetic calculations in up to 12 digits.

Calculator mode is selected by pressing CALC/CONV the appropriate number of times.

```
Calculator               ▦

                         0.
```

Each time you press the key, the display switches as follows:

➠ Calculation Mode ➠ Metric Conversion Mode ➠ Currency Conversion Mode ➠ Calculations Mode ➠

Before performing any calculations, press C•CE twice to clear the display.

• An error occurs if the integer section of the calculation result exceeds 12 digits, if the memory exceeds 12 digits, or a number is divided by zero. ("Error!" is displayed.)
  Press C•CE to clear the error message.

Example	Operation	Display
$(-24+2) \div 4=$	Mixed calculation $\boxed{-}$ 24 $\boxed{+}$ 2 $\boxed{\div}$ 4 $\boxed{=}$	−5.5
34 + 57 = 45 + 57 =	Constant/repeat calculation The second figure is a constant value ($\boxed{+}$ addition, $\boxed{-}$ subtraction, $\boxed{\div}$ division) 34 $\boxed{+}$ 57 $\boxed{=}$ 45 $\boxed{=}$	91. 102.
68 x 25 = 68 x 40 =	The first figure is a constant value ($\boxed{\times}$ multiplication) 68 $\boxed{\times}$ 25 $\boxed{=}$ 40 $\boxed{=}$	1700. 2720.
10% of 200 Percentage 9 of 36 10% mark-up 20% discount	Percentage 200 $\boxed{\times}$ 10 $\boxed{\%}$ 9 $\boxed{\div}$ 36 $\boxed{\%}$ 200 $\boxed{+}$ 10 $\boxed{\%}$ 200 $\boxed{-}$ 20 $\boxed{\%}$	20. 25. 220. 160.
$\sqrt{25-9}$	Root 25 $\boxed{-}$ 9 $\boxed{=}$ $\boxed{\sqrt{}}$	4.
4^3	A^n 4 $\boxed{\times}$ $\boxed{=}$ $\boxed{=}$	64.
1/8	Unit division 8 $\boxed{\div}$ $\boxed{=}$	0.125
25 x 5 = −) 84 ÷ 3 = +) 68 +17 (Total) =	Memory function $\boxed{CM}$ 25 $\boxed{\times}$ 5 $\boxed{M+}$ 84 $\boxed{\div}$ 3 $\boxed{M-}$ 68 $\boxed{+}$ 17 $\boxed{M+}$ $\boxed{RM}$	M 125. M 28. M 85. M 182.
123456789098 x 145 = 17901234419210	123456789098 $\boxed{\times}$ 145 $\boxed{=}$ (17.9012344192 x 10^{12} = 17901234419200)	– Error! – 17.9012344192

▦ *Conversion Mode*

Each time you press CALC/CONV , the display switches as follows:

➠ Calculation Mode ➠ Metric Conversion Mode ➠ Currency Conversion Mode ➠ Calculation Mode ➠

Conversion Table

Conversion Pattern	
Unit 1	**Unit 2**
5 currency conversions are available.	
Metric Conversion Patterns	
inch ⇔	centimeter (cm)
yard ⇔	meter (m)
yard ⇔	feet (ft)
mile ⇔	kilometer (km)
feet (ft) ⇔	meter (m)
°F (Fahrenheit) ⇔	°C (Celsius)
ounce (oz) ⇔	gram (g)
pound (lb) ⇔	kilogram (kg)
US gallon (gal) ⇔	liter (l)
UK gallon (l.gal) ⇔	liter (l)

Currency Conversion Mode

Currency conversion has 5 stages of programmable conversion. Each mode is capable of 12-digit calculation.

Setting a new currency conversion rate

<Example> Set the following rate: $1 = £0.6

1. Press CALC/CONV the appropriate number of times to select the Currency Conversion mode.

```
USD    ➡    $1
Rate=1
USD              0.
$1
```

2. Press NEXT or PREV to select the appropriate currency conversion stage.

3. Press NEW .

   The setting mode will appear.
   Note:
   If EDIT is selected, "USD", "$1" to "$5" and "Rate=1" are already set on the display. Before entry, use BS and DEL to clear the preset characters. Use C•CE to clear the Rate figure.
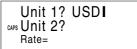
4. Enter "USD" and press ENTER .

   Note:
   Up to 3 characters can be entered for the name of the currency unit.

```
Unit 1? USD▌
CAPS Unit 2?
Rate=
```

5. Enter "PND" and press ENTER .

6. Enter the rate; 0.6.

   Up to 8 numeric characters can be entered for the rate.

   If you need to clear the rate number, press C•CE.

```
     Unit 1? USD
CAPS Unit 2? PND
     Rate=0.6▮
```

7. Press ENTER to store the setting.

Currency conversion

<e.g. $ ➡ £>

1. Press CALC/CONV the appropriate number of times to select the Currency Conversion mode.

2. Press NEXT or PREV to select the appropriate currency conversion stage.
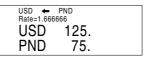
3. Enter the amount. (e.g. $50)

4. Press = or ENTER.

```
USD    ➡    PND
Rate=0.6
USD        50.
PND        30.
```

<e.g. £ ➡ $>

5. Press ◄.

   The arrow on the top will change direction.

6. Enter the amount. (e.g. £75)

7. Press = or ENTER.

   Use ◄ or ► to change the conversion direction.

   Press C•CE to clear the calculation result.

```
USD    ◄    PND
Rate=1.666666
USD       125.
PND        75.
```

Metric Conversion Mode
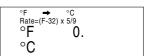
Metric conversion is capable of 12-digit calculation.

Convert metric unit

<Example>

Calculate 68°F to °C
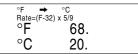
1. Press CALC/CONV the appropriate number of times to select the Metric Conversion mode.

2. Press NEXT or PREV to select the appropriate conversion units.

```
°F    ➡    °C
Rate=(F-32) x 5/9
°F         0.
°C
```

3. Change the conversion direction using ◄ or ►.

4. Enter the amount, "68".

5. Press = or ENTER.

   Press C•CE to clear the calculation result.

```
°F    ➡    °C
Rate=(F-32) x 5/9
°F        68.
°C        20.
```

• The conversion result may have a slight calculation error as a result of rounding off the number. Use the result for reference only.

Secret Function

The secret function allows you to protect confidential listings with a Secret Number, so that no unauthorized person can reach them.

You can use up to a 4-digit number as a Secret Number.

Registering a Secret Number (Password)

As a safeguard, make a written record of the password.

1. Press SECRET in the Home Clock mode.

   The Secret Number entry window will appear.

   ```
   Remember Secret No.
   Enter Secret Number
       0 0 0 0
   ```

2. Enter the 4-digit number you wish to use.
   The initial number "0000" can be used as the secret number.

   ```
   Remember Secret No.
   Enter Secret Number
       1 2 3 4
   ```
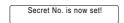
3. Press ENTER.

   The organizer will display the message "Secret No. is now set!".

   ```
   Secret No. is now set!
   ```
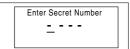
Accessing Secret Entries

If the Secret Function is on, when you press TEL , MEMO , SCHEDULE , TO DO , EXPENSE or ANN , the Secret Number entry display will appear.

1. Enter the Secret Number, then press ENTER.
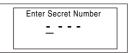
   The screen of the target mode will be displayed.

   ```
   Enter Secret Number
       -  -  -  -
   ```

Changing the Secret Number

1. In the Home Clock mode, press SECRET.

   The Secret Number entry window will appear.

   ```
   Enter Secret Number
       -  -  -  -
   ```

2. Enter the current secret number.

3. Press ENTER.

4. Press ▼ to select Edit Secret Number then ENTER.

5. Enter a new secret number.

6. Press ENTER.

   ```
   Remember Secret No.
   Enter Secret Number
       4 5 6 7
   ```

Turning the Secret Function Off

1. In the Home Clock mode, press SECRET.

    The secret Number entry window will appear.

2. Enter the current secret number, then press ENTER.

3. Press ENTER at "Unlock Data".

PC LINK *Using the included Backup/Restore Utility*

With SHARP PC Interface software and cable package, you can Backup data with an IBM compatible personal computer.

What Does PC Interface Software Do?

Backup .... Backs up all data in the Organizer to your PC.

Restore .... Restores data from a backup file into the Organizer.

System Requirements

Windows® 2000 Professional, Windows® Me, Windows® 98
- 100% IBM Compatible PC
- Pentium 150 MHz or higher
- 8 MB free hard disk space
- 32 MB RAM (64 MB for Windows 2000 Professional)
- VGA monitor or better
- Microsoft® Mouse or compatible Pointing Device
- 3.5" (90 mm) disk drive
- One available serial port with D-sub 9-pin connector
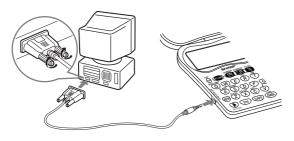
Caution:
- PC-LINK may not be available when the battery level is low.

Before You Begin

Connecting Your Organizer to a PC

1. Turn off your PC and the Organizer.

2. Connect the standard 9-pin connector of the PC interface cable to a COM port on your PC.

   • Using a 25-pin connector instead of the standard 9-pin connector requires an additional adaptor. (Commercially available.)

3. Connect the other end of the PC Interface Cable to the PC interface connector located on the left side of the Organizer.

PC Interface Cable

Installing

1. Insert the PC Interface Software disk into your disk drive.

2. Click on the Windows [Start] button and then click [Run].

3. Type in **a:\Setup.exe** and click on [OK].

   • Type in your disk drive name (**a:** in this example).

4. Follow the on-screen instructions.

   The software is installed into the following location and can be accessed in the following directory:

   C:\Program Files\Sharp YOZQ-270

   Application:
   [Start] ➠ [Program] ➠ [Sharp YOZQ-270] ➠ [EO-Utility]
   ReadMe:
   [Start] ➠ [Program] ➠ [Sharp YOZQ-270] ➠ [ReadMe]
   You are recommended not to change the default folder name:
   [Sharp YOZQ-270].

5. Click [Finish].

Note:
• For Windows 2000, install the software after logging on authorized as system administrator.

Getting Started

Known Incompatibilities

- While you are backing up or restoring data, a transfer error may occur with certain 3D screen saver utility programs enabled. Before transferring data, disable any 3D screen saver utility programs you may be running.
- PC Interface Software may not run reliably with certain virus scanning programs enabled. If you have problems in transferring data with your Organizer, disable any virus checking software you may be running.
- PC Interface Software may not run reliably with certain power management features enabled. If you have problems in transferring data with your Organizer, disable any power management features you may have turned on.
  For additional information, refer to the Readme file on the supplied floppy disk.

(1) PC Interface Software Main Screen

All operations can be accessed from the Main Screen.

To access the Main Screen, click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility].

(2) Setting the COM port

1. Connect your Organizer to a PC.
2. Click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility].

   The PC Interface Software Main Screen appears.

3. Click [COM port].

   The COM port setting dialog box appears.

   - Click the radio button to select an appropriate port or click [Auto Detect...] to allow an appropriate port to be selected automatically.

   - An error message may be displayed when you click [Auto Detect...]. Check the BIOS setting on your notebook PC and set it to the serial port. Even when the BIOS setting is correctly made, you may need to select an appropriate port manually.

Backup and Restore

Making a Backup File

1. Connect your Organizer to a PC.
2. Click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility]

   The PC Interface Software Main Screen appears.

3. Click [Backup].

   The dialog box appears asking you to enter the backup file name, if necessary.

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- The default name is determined according to the PC clock system, in the format of "YYYYMMDD.BKF", for example, 20020805.BKF.

- Click [Save] to start the backup process. The instruction screen appears.

- When the COM port has not been selected, the warning message dialog box appears. Click [OK]. Then click [COM port...] on the Main Screen

- To cancel the backup process, click [Abort] on the instruction screen.

4. On your Organizer:

   Press $\boxed{ON}$ to turn the power on, then press $\boxed{PC\ LINK}$. $\boxed{PC\ LINK}$ key is effective at the initial display of all modes except in $\boxed{CALENDAR}$ and $\boxed{CALC/CONV}$ modes.

Restoring a Backup File

- Restore function replaces all the data in the Organizer with the backup file saved on a PC.

- Make sure you really want to delete all the data in your Organizer before executing the Restore function. Once you start the restoration process, all the data in the Organizer will be deleted, even if you cancel the restoration process.

1. Connect your Organizer to a PC.

2. Click [Start] ➡ [Program] ➡ [Sharp YOZQ-270] ➡ [EO-Utility].

   The PC Interface Software Main Screen appears.

3. Click [Restore].

   The dialog box appears asking you to choose the backup file name.

   - Click [Open] to start the restoration process.

     The confirmation dialog box appears.

   - To cancel the restoration process, click [NO].

4. Click [YES].

   The instruction screen appears.

   - To cancel the restoration process, click [Abort] on the instruction screen.

5. On your Organizer:

   Press $\boxed{ON}$ to turn the power on, then press $\boxed{PC\ LINK}$.

   The data transfer is started.

Battery Replacement

Batteries used

Type	Model	Quantity
Lithium battery	CR2032	3

- Be sure to write down any important information stored in the memory before replacing the batteries.

Precautions

Since improper use of the batteries may cause leakage or explosion, strictly observe the following instructions:

- Insert the battery with its positive side (+) correctly orientated.

- Never throw batteries into a fire because they might explode.

- Keep batteries out of reach of children.

- When batteries become near exhaustion, remove them from the Organizer immediately to avoid battery leakage and corrosion inside the Organizer.

Because the batteries in the Organizer were installed at the factory, they may become exhausted before the specified expiration time is reached.

Operating Batteries Replacement

Battery replacement time

When "**BATT**" is displayed, immediately replace the batteries with new ones. If the battery level is low, the alarm may not sound, or similarly the Backlight may not function or remain on for less than the set interval. Continued use of the Organizer with low batteries can alter or clear the memory contents. Memory contents may be lost if the batteries are improperly replaced or if the following instructions are disregarded.
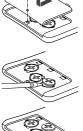
Caution:
- PC-LINK may not be available when the battery level is low.
- Expense Report (Summary Report) may not be available when the battery level is low.
- Under the low battery condition, new data entry and editing of existing data may not be performed in some modes. Also Clock and other settings may not be made.

Replacing the batteries

- Make sure the power is turned off before replacing the batteries.
- Do not press ON until the battery replacement procedure is completed.
- Do not remove all of the batteries at once. Remove and replace batteries one by one.

1. Press ON to turn the power off.
2. Loosen the screw (turn counterclockwise) and remove the battery holder cover on the back of the unit.
3. Remove one used battery using a ball-point pen or similar object.
   - Do not use a mechanical pencil or sharp pointed object.
4. Install one new battery with the positive side (+) facing up.
5. Repeat step 3 and 4 for replacing each battery.
6. Replace the holder cover and secure with the screw.
7. The power will be turned on 2 to 3 seconds after ON is pressed.
8. Set the clock to the correct time.

Caution:
• Clock settings may be lost when batteries are removed for a long time.
• Make sure to confirm all settings are set correctly after replacing the batteries.

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Specifications

Model:	YO-270
Product name:	Electronic Organizer
Display:	48 X 111 dot matrix and other icons
Memory capacity:	256 Kbytes
User area:	Approx. 235 Kbytes

Clock mode

Accuracy:	±60 seconds/month (at 25℃/77℉)
Display:	Year, month, day, day of the week, hour, minute, AM/PM, city name, time zone
Clock system:	12-hour/24-hour format (switchable)World clock function, daylight saving time/summer time display function, schedule alarm function
Telephone mode:	Entry and recall of Last name, First name, Company, Home#, Office#, Fax#, Other#, Address, City, State, Zip code, Country, E-mail, Notes
Calendar mode:	From Jan.,1950 to Dec., 2150, Confirmation of the Schedule, To Do, and Anniversary mode entries can be made by the indication marks seen on the right side of the date
Schedule mode:	Entry and recall of schedule (year, month, day, hour and minute), schedule alarm and Description
To Do mode:	Entry and recall of To Do listings (Due Date, Priority and Description)
Memo mode:	Entry and recall of memo listings

Expense mode: Entry and recall of Expense Listings (Date, Category, Amount, Payment, Receipt and Memo) and Summary Report during a specified period to display the total amount spent in a preset category, Meals, Hotel, Car, Phone, Fares, Entertainment, Tips and Misc, that can be changed with the selection of Change Category.

Anniversary mode: Entry and recall of month, day and description of anniversaries

Calculator mode: 12 digits (with calculation status symbol) Addition, subtraction, multiplication, division, percentage, square root, memory calculation, etc.

Currency/Unit conversion mode:
 12 digits, 30 kinds of currencies (10) and metric (20) conversions

Power consumption: 0.3 W

Operating temperature: 0℃ ~ 40℃ (32℉ ~ 104℉)

Power supply:

   Operating battery: 9V ⎓ (DC) (Lithium battery CR2032 x 3)

Battery life:

   Operating batteries (at 25℃/77℉)

   • Approx. 170 hours
   When data is continuously displayed without backlight.
   • Approx. 120 hours
   When data is continuously displayed with Backlight for 2 minutes per hourly use.

• Approx. 120 hours
When data is searched for 5 minutes and displayed for 55 minutes per hourly use and backlight is on for 2 minutes per hourly use.
• Approx. 1 year
When turned off and the clock is running.

Weight: Approx. 125 g (0.28 lb.) (Including batteries)

Dimensions:

   Open: 154 mm (W) x 179.7 mm (D) x 9.5 mm (H)
   6-1/16" (W) x 7-1/16" (D) x 3/8" (H)

   Closed: 154 mm (W) x 92.5 mm (D) x 13 mm (H)
   6-1/16" (W) x 3-21/32" (D) x 1/2" (H)

Accessories: 3 lithium batteries (installed), one 3.5" floppy disk, PC interface cable, operation manual

Declaration of Conformity

Electronic Organizer : YO-270

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party:
   SHARP ELECTRONICS CORPORATION
   Sharp Plaza, Mahwah, New Jersey 07430-2135
   TEL: 1-800-BE-SHARP

Tested To Comply With FCC Standards

FC

FOR HOME OR OFFICE USE

WARNING – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufac-turer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.
However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
 – Reorient or relocate the receiving antenna.
 – Increase the separation between the equipment and receiver.
 – Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
 – Consult the dealer or an experienced radio/TV technician for help.

Note: A shielded interface cable is required to ensure compliance with FCC regulations for Class B certification.

PRODUCT SUPPORT

If you have read the ORGANIZER operation manual, but you still require product support, you can:

Call a Sharp Customer Assistance Center
630-378-3590
(7am to 7pm CST M – F)

Visit our Web Site
http://www.sharp-usa.com

Send an E-mail
pdasupport@sharpsec.com

Write to our Customer Assistance Center
Sharp Electronics Corp.
Customer Assistance Center
Att: WIZARD HELP
1300 Naperville Drive
Romeoville, IL 60446

Instucciones abreviadas en español

ÍNDICE

Empleo del Organizador por primera vez

Asegúrese de realizar las operaciones siguientes antes de emplear el Organizador por primera vez.

1. Saque las hojas de aislamiento de las pilas del compartimiento de las pilas. El Organizador empieza a funcionar. (Las láminas aisladoras de las pilas fue insertada en la fábrica para evitar que dichas pilas se agoten.)

2. Pulse el interruptor RESET. Se visualizará el mensaje "CLEAR ALL DATA OK?".

3. Utilice ◀ o ▶ para seleccionar "Yes" y pulse [ENTER]. El mensaje aparecerá como "Do you really want to initialize the Organizer's memory?" Vaya al paso siguiente.

4. Seleccione "Yes" utilizando ◀ o ▶ y pulse [ENTER]. El organizador se inicializará. Introduzca la fecha y la hora del reloj. (Consulte la página S-3.)

Nota

• Pulse el interruptor RESET con un bolígrafo u otro objeto similar. No utilice un objeto cuya punta pueda romperse o esté muy afilada.

Función de desconexión automática

Cuando no pulse ninguna tecla durante aproximadamente 7 minutos (ajuste inicial), la alimentación del Organizador se desconectará automáticamente para ahorrar las pilas.

Ajuste del tiempo de desconexión automática de la alimentación (Valor predeterminado: 7 minutos)

```
Auto Shut Off
1 Min.        5 Min.
2 Min.        7 Min.
3 Min.        9 Min.
```

1. Si la visualización es la de otro modo o la del modo del reloj mundial, pulse CLOCK para entrar en el modo de reloj local.

2. Pulse W.

   Aparecerá la ventana de ajuste del tiempo de desconexión automática de la alimentación.

3. Pulse una tecla numérica aproximada (1 a 3 , 5 , 7 , 9) para seleccionar el tiempo de desconexión automática de la alimentación.

Luz de fondo

La luz de fondo le permitirá ver el visualizador y utilizar el Organizador en condiciones de baja iluminación. Si pulsa BackLight una vez, el visualizador se iluminará mientras esté utilizando el organizador, o mientras no pulsa una tecla durante 15 segundos.

- Para desactivar la luz de fondo, vuelva a pulsar BackLight.
- La luz de fondo puede permanecer activada durante el intervalo preajustado por lo menos o puede no funcionar si el nivel de las pilas es bajo.
- La luz de fondo no funcionará durante la transferencia de datos.

S-2

No utilice innecesariamente la luz de fondo.

- Dado que la luz de fondo consume energía de las pilas de funcionamiento, su abuso podrá reducir considerablemente la vida útil de sus pilas.

Ajuste del contraste de LCD

Pulse PREV o NEXT en el modo de reloj local.

El visualizador LCD se hará más brillante cada vez que se pulse PREV, y más oscuro cada vez que se pulse NEXT .

Ajuste el contraste al nivel que le resulte más cómodo de ver.

Activación y desactivación del sonido de pulsación de teclas

Pulse V en el modo de reloj local para activar y desactivar el sonido de las teclas.

```
Memory Free
   100 %
```

Liberación de la memoria

Pulse M•CK en el modo de reloj local

Aparecerá la ventana de comprobación de la memoria. Para volver al modo de reloj local, pulse cualquier tecla.

🌐 Modo de reloj

Ajuste del reloj local

1. Si el visualizador está en otro modo que no sea el de reloj mundial, pulse CLOCK para entrar en el modo de reloj local.
2. Pulse EDIT .
   El Organizador entrará en el modo de ajuste del reloj local.
3. Seleccione AM o PM utilizando AM/PM (o ▲ ▼).
4. Pulse ▶ para mover el cursor hasta la posición de la hora.

```
New York
U.S.A.
TUE 01 01, 2002
🕐 12:34:00 PM
```

5. Seleccione la hora apropiada.
6. Pulse ▶ para mover el cursor. Ajuste los minutos de la misma forma.
7. Pulse ▶ para mover el cursor hasta la posición del mes.
8. Seleccione el mes apropiado.
   Pulse ▶ para mover el cursor hasta la posición del día. Ajuste el día y después el año de la misma forma.
9. Pulse ◀ o ▶ para mover el cursor a la posición de la ciudad.
10. Seleccione su ciudad de residencia utilizando ▲ o ▼. El Organizador posee 96 ciudades de zonas horarias. Si su ciudad no está en la lista, utilice la ciudad más cercana de la misma zona horaria que la de su ciudad.

```
Los Angeles
U.S.A.
TUE 12 24, 2002
🕐 03:30:00 PM
```

11. Pulse ENTER para ajustar el reloj.
    El reloj comenzará exactamente desde de la hora ajustada (xx:xx:00).

Nota
• Para seleccionar rápidamente la ciudad en el paso 10, mueva el cursor hasta la posición del país utilizando ▶ y seleccione el país deseado utilizando ▲ o ▼. Después devuelva el cursor a la posición de la ciudad utilizando ◀ y seleccione el nombre de la ciudad utilizando ▲ o ▼.

☎ Modo de teléfono

Entrada

<Ejemplo>
1. Pulse TEL parea seleccionar Business.
2. Pulse NEW.
   La pantalla cambiará al modo de introducción de registro.

```
Business          ☎
Search Name?
I
```

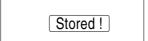3. Introduzca el último nombre. Por ejemplo, "**Smith**"
4. Pulse ENTER o ▼, después introduzca el primer nombre. Por ejemplo, "**John**"
5. Pulse ENTER o ▼ para mover el cursor hasta la compañía e introduzca "**ABC International Co.**"
6. Pulse ENTER o ▼ para mover el cursor hasta la posición inicial (Home) #.
7. Introduzca "**585–4280**".
8. Pulse ENTER o ▼ para mover el cursor hasta oficina (Office) # e introduzca "**619–542–7320#33**".

```
Last name Smith
First name John
Company  A B C  I n t e r n a . .
Home#    585-4280
Office#   619-542-732. .
▼ Fax#     I
```

* Pulse 2nd 3 para introducir "#".

9. Introduzca cada categoría de la misma forma.

10. En el campo de Notas, pulse ENTER parea almacenar los datos.

> Stored !

Búsqueda

Búsqueda alfabética del último nombre

1. Pulse TEL el número apropiado de veces para entrar en el modo de teléfono deseado.

   Aparecerá la ventana de búsqueda.

2. Pulse las tecla NEXT o PREV para buscar el registro deseado.

Búsqueda directa del último nombre

1. Pulse TEL el número apropiado de veces para entrar en el modo de teléfono deseado (en este caso Negocios (Business)).

   Aparecerá la ventana de búsqueda.

2. Introduzca, por orden, algunas letras del último nombre.

   Se puede introducir un máximo de 10 letras.

> Business ☎
> Search Name?
>   Smith▮

3. Pulse las tecla NEXT o PREV para buscar el registro deseado.

   Si no hay concordancia de datos, aparecerá "Not Found!", y la pantalla volverá a la visualización inicial.

Búsqueda directa de nombre de compañía

1. Pulse TEL el número apropiado de veces para entrar en el modo de teléfono deseado.

   Aparecerá la ventana de búsqueda.

2. Pulse ▼ o ▲ para cambiar el modo de búsqueda a "Search Company?".

3. Introduzca en orden algunas de las letras del nombre de la compañía.

   Se puede introducir un máximo de 10 letras.

> Business ☎
> CAPS Search Company?
>   ABC▮

4. Pulse la tecla NEXT o PREV para buscar el registro deseado.

Consulte también

⌨ *Modo de calendario*

Navegación por la pantalla del calendario mensual

1. Pulse CALENDAR para entrar en el modo de calendario.

   Aparecerá el calendario mensual del mes actual. El día actual aparecerá resaltado.
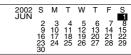
   Navegue por el calendario usando las teclas siguientes:

   NEXT PREV : visualiza el mes anterior.

   ◄ : Para ir al día anterior

   ► : Para ir al día siguiente

   ▲ : Para ir al mismo día de la semana anterior

> 2002   S M T W T F S
> JUN   1
>   2 3 4 5 6 7 8
>   9 10 11 12 13 14 15
>   16 17 18 19 20 21 22
>   23 24 25 26 27 28 29
>   30

   ▼ : Para ir al mismo día de la semana siguiente

- Los cursores ◀, ▶, ▲ y ▼ solamente podrán moverse dentro del mes visualizado.

Cambio del formato de la pantalla semanal

El Organizador tiene dos formatos semanales:

1. Pulse CALENDAR y luego Q para cambiar los formatos.

Confirmación de las entradas del modo de programa de actividades, cosas a hacer y aniversario

En la pantalla de calendario mensual podrá ver las fechas a las que ha asignado un programa de actividades, cosas a hacer, o aniversario.

Las marcas de indicación se visualizarán de la forma siguiente:

Schedule

To Do

Anniversary

Modo de programa de actividades

Entrada

<Ejemplo>
Se celebrará una reunión de proyecto de las 10:00 AM a las 11:00 AM el 11 de septiembre de 2002.

1. Pulse SCHEDULE para entrar en el modo de Programa de actividades.
   Aparecerá la ventana de

Schedule
Search Date?
 08-08-2002

búsqueda de programa de actividades.

2. Pulse NEW, e introduzca 09 para el mes.
3. Mueva el cursor hasta el campo del día/año utilizando ◀ o ▶ e introduzca el día/año deseados de la misma forma.
4. Pulse ENTER, y después introduzca 10:00 para la hora de comienzo.
5. Pulse ENTER.

   "La "hora de finalización" se resaltará y la hora cambiará automáticamente a 30 minutos después de la hora de comienzo.

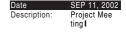6. Introduzca 11:00 para la hora de finalización, y después pulse ENTER.
7. Pulse ◀ o ▶ para seleccionar "Yes" o "No" para el ajuste de la alarma, y después pulse ENTER.

Nota:
- Si selecciona "No" en el paso 7, aparecerá "Description".
  Vaya al paso 9 para continuar.

8. Introduzca el tiempo apropiado para el Recordador y pulse ENTER.

   La alarma del programa de actividades sonará a la hora introducida antes del tiempo de comienzo. Usted podrá seleccionar cualquier número entre 00 y 99.

Nota:
- Introduzca el número en el formato de dos dígitos.

9. Introduzca el nombre del elemento planeado en el campo de "Description". (Project Meeting).
10. Pulse ENTER para almacenar los datos.

Date   SEP 11, 2002
Description: Project Mee
              ting▌

Búsqueda

Búsqueda del programa de actividades actual

1. Pulse SCHEDULE para entrar en el modo de programa de actividades.

   Aparecerá la pantalla del programa de actividades.

2. Pulse NEXT o PREV para buscar el elemento del actividades deseado.

```
Schedule            📖
🗓 AUG  8, 2002
B   3:00 PM ➡ E   5:30 PM
Project presentation
```

Búsqueda de la fecha de un actividades futuro (o pasado)

1. Pulse SCHEDULE para entrar en el modo de programa de actividades.

   Aparecerá la pantalla del programa de actividades.

2. Adjuste la fecha deseada.

   Seleccione el campo del mes, del día, y del año utilizando ◄ o ► e introduzca la fecha específica.

3. Pulse ENTER para buscar el elemento del programa de actividades deseado de la fecha específica.

```
Schedule            📖
Search Date?
 09-11-2002
```

```
Schedule            📖
🗓 SEP 11, 2002
B   10:00 AM ➡ E   11:00 AM
Project Meeting
```

Consulte también

🎁 Modo de aniversario

Entrada

<Ejemplo>

   "Cumpleaños de Nancy" 12 de febrero.

1. Pulse ANN para entrar en el modo de aniversario.

2. Pulse NEW.

   Se visualizará el modo de introducción en el aniversario y se resaltará la fecha.

```
Anniversary        🎁
Search Date?
 08-08
```

3. Introduzca la fech, 02 para el mes y 12 para el día.

4. Pulse ENTER.

   El recordador se resaltará.

5. Introduzca la fecha del recordatorio de 0 a 9.

```
Anniversary        🎁
Date           FEB 12
Reminder        3 Days Before
```

Nota:

• Después de haber introducido la fecha, no podrá volver al campo de la fecha desde otros. Salga del modo de aniversario y vuelva a comenzar desde el principio.

6. Pulse 3 y después ENTER.

7. Introduzca "Nancy's Birthday".

   Utilice 2nd ' para " ' (apóstrofe)".

```
Anniversary  🎁
Description: Nancy's Birt
        hday▮
```

8. Pulse ENTER para almacenar. El icono (🎁) de aniversario aparecerá en el lado izquierdo de la pantalla.

Búsqueda

1. Pulse ANN para entrar en el modo de aniversario.

2. Pulse NEXT o PREV para buscar el registro.

Para la búsqueda directa

Introduzca la fecha que desee buscar y después pulse ENTER.

Consulte también

Edición de las listas S-9

Borrado de las listas S–10

☝ **Modo de cosas a hacer ("To Do")**

Entrada

<Ejemplo>

Usted tendrá que visitar HK Exibition el 10 de diciembre de 2002.

1. Pulse TO DO para entrar en el de cosas a hacer

```
To Do                    ☝
   Search Date?
   08-08-2002
```

2. Pulse NEW.

Aparecerá la pantalla de cosas a hacer.

3. Introduzca 12 en el campo del mes.

4. Mueva el cursor hasta el campo de día/año utilizando ◄ o ► e introduzca 10 y 2002 receptivamente.

5. Pulse ENTER y selección el número de prioridad de 1 (alta) a 9 (baja) utilizando ◄ o ►, y después pulse ENTER.

Nota:

• Después de haber introducido la fecha, no podrá volver al campo de la fecha desde otros. Salga del modo de aniversario y vuelva a comenzar desde el principio.

6. Aparecerá la "Description". Introduzca las cosas que tiene que hacer en el día deseado. Introduzca "Visit HK Exhibition".

```
To Do                    ☝
Description:   Visit HK Ex
              hibition▮
```

7. Pulse ENTER para almacenar los datos.

```
To Do                    ☝
   Priority: 2    Pending
   Due Date:      DEC 10, 2002
▼  Description:   Visit HK Ex
```

Búsqueda

Búsqueda secuencial

1. Pulse TO DO para entrar en el modo de cosas a hacer.

Aparecerá la pantalla de búsqueda de cosas a hacer.

Se visualizará la fecha actual, y parpadeará el cursor del primer número.

2. Pulse NEXT o PREV para buscar cosas a hacer de la fecha más cercana.

Búsqueda de fecha

1. Pulse TO DO para entrar en el modo de cosas a hacer.

2. Seleccione el campo del mes, del día, o del año utilizando ◄ o ► e introduzca la fecha deseada.

   To Do ☞
   Search Date?
   12-10-2002

3. Pulse ENTER para buscar el elemento de cosas a hacer de la fecha específica.

   To Do ☞
   Priority: 2   Pending
   Due Date: DEC 10, 2002
   Description: Visit HK Ex

Consulte también

📝 Modo de notas

Entrada

<Ejemplo>

Introduzca su número de pasaporte: 12AB34567

1. Pulse MEMO para entrar en el modo MEMO.

   Memo 📝

2. Pulse NEW e introduzca lo siguiente.

   Pasaporte Núm. 12AB34567

3. Pulse ENTER.

   La pantalla visualizará la información guardada.

   Memo 📝
   Passport No. 12AB3456
   7

Búsqueda

1. Pulse MEMO para entrar en el modo MEMO. Aparecerá la pantalla del modo de apuntes.

2. Pulse NEXT o PREV para buscar el registro.

Consulte también

$🖊 Modo de gastos

Entrada

<Ejemplo>

La fecha es 18 de agosto de 2002.

Usted ha adquirido billetes de avión para un viaje de negocios, cuyo importe es 1.200 $.

1. Pulse EXPENSE para entrar en el modo de gastos.

   Expense $🖊
   1.Expense
   2.Report
   3.Change the Category

2. Pulse 1 para seleccionar **1. Expense (Gastos)**.

3. Pulse NEW

Aparecerá el modo de introducción de registro de gastos. La fecha actual se visualizará y parpadeará el cursor del primer número.

```
Date       08 -18- 2002
Category   Meals
Amount              0.
Payment    Cash
Receipt    YES
Memo
```

4. Introduzca la fecha si es necesario.

5. Pulse ENTER.

6. Seleccione la categoría de gastos utilizando ◀ o ▶.

Existen 8 categorías preajustadas para seleccionar.

Comidas ➡ Hotel ➡ Automóvil ➡ Teléfono ➡ Impuestos ➡ Entretenimiento ➡ Propinas ➡ Varios

7. Pulse ENTER, y después introduzca 1200. Usted podrá introducir hasta 12 dígitos.

8. Pulse ENTER.

9. Seleccione el pago utilizando ◀ o ▶.

Hay 4 sistemas de pago preajustados para seleccionar

Efectivo ➡ Cheche ➡ Tarjeta ➡ Otros

10. Pulse ENTER, y seleccione "YES" o "NO" utilizando ◀ o ▶.

11. Pulse ENTER, e introduzca "Flight ticket (Pasaje de avión)".

12. Pulse ENTER.

```
Date       AUG 18, 2002
Category   Fares
Amount             1200.
Payment    Check
Receipt    YES
Memo       Flight ticket
```

Búsqueda

1. Pulse EXPENSE para entrar en el modo de gastos.

2. Pulse 1 para seleccionar **1. Expense (Gastos)**.

3. Introduzca la fecha que desee buscar.

4. Pulse ENTER.

Pulse NEXT para ver el siguiente registro, PREV para ver el registro anterior.

```
Date       AUG 18, 2002
Category   Fares
Amount             1200.
Payment    Check
Receipt    YES
Memo       Flight ticket
```

Consulte también

Edición de las listas

Edición

1. Recupere un listín en el modo deseado.

2. Pulse EDIT.

La pantalla cambiará al modo de introducción.

3. En el modo TEL, mueva el cursor hasta el campo apropiado utilizando ▲ o ▼.

• Salta el paso 3 en otros modos.

4. Edite los datos.

◀ ▶ ▲ ▼ : mueva el cursor a la izquerda, derecha, arriba o abajo respectivamente.

DEL BS : puede utilizarse para borrar caracteres.

INS : cambia entre el modo de inserción y el modo de reescritura.

5. Pulse ENTER para almacenar.

Borrado de los listas

Borrar

1. Recupere un listín en el modo deseado.
2. Pulse DEL.

   (Aparecerá la visualización de confirmación.)
3. Seleccione YES utilizando ◄ o ►.

   Si desea salir, seleccione NO y pulse ENTER.
4. Pulse ENTER.

⊞ Modo de conversión

Modo de conversión de divisas

La conversión de divisas tiene 5 etapas de conversión programable. Cada modo es capaz de hacer cálculos con 12 dígitos.

Ajuste de una nueva tasa de conversión de divisas

<Ejemplo> Ajuste de la tasa siguiente: $ 1 = £ 0,6)

1. Pulse CALC/CONV el número apropiado de veces para seleccionar el modo de conversión de divisas.

   ```
   USD  ➡   $1
   Rate=1
   USD            0.
   $1
   ```

2. Pulse NEXT o PREV para seleccionar la etapa de conversión de divisas apropiada.

3. Pulse NEW.

   Aparecerá el modo de ajuste.

   Nota:
   Si selecciona EDIT, En el visualizador ya estarán ajustados "USD", "$1" a "$5" y "Rate=1". Antes de realizar la introducción, utilice BS y DEL para borrar los caracteres anteriores. Utilice BS para borrar la cifra de la cotización. Si necesita borrar la cifra de la cotización, presione C•CE.

4. Introduzca "USD" y pulse ENTER.

   ```
   Unit 1? USD▌
   CAPS Unit 2?
   Rate=
   ```

   Note:
   Usted podrá introducir hasta 3 caracteres para el nombre de la unidad de la divisa.

5. Introduzca "PND" y pulse ENTER.

   ```
   Unit 1? USD
   CAPS Unit 2? PND
   Rate=0.6▌
   ```

6. Introduzca la tasa; 0.6.

   Para la tasa, podrá introducir hasta 8 caracteres numéricos. Si necesita borrar el número de tasa, pulse C•CE.

7. Para almacenar el ajuste, pulse ENTER.

Conversión de divisas

<p. ej. $ → £>

1. Pulse CALC/CONV el número apropiado de veces para seleccionar el modo de conversión de divisas.

2. Pulse NEXT o PREV para seleccionar la etapa de conversión de divisas apropiada.)

3. Introduzca la cantidad. (ejemplo, $50)

4. Pulse = o ENTER.

```
USD    ➡    PND
Rate=0.6
USD       50.
PND       30.
```

<p. ej. £ → $>

5. Pulse ◀.

   La flecha de la parte superior cambiará el sentido de conversión.

6. Introduzca la cantidad. (ejemplo, £75)

7. Pulse = o ENTER.

   Utilice ◀ o ▶ para cambiar el sentido de conversión.

   Pulse C•CE para borrar el resultado del cálculo.

```
USD    ⬅    PND
Rate=1.666666
USD      125.
PND       75.
```

Reemplazo de las pilas

Pilas utilizadas

Tipo	Modelo	Calidad
Pilas de litio	CR2032	3

• Cerciórese de escribir la información importante almacenada en la memoria antes de reemplazar las pilas.

Precauciones

Como el uso inapropiado de las pilas puede producir fugas o explosión, observe al pie de la letra las instrucciones siguientes:

• Inserte la pila con su lado positivo (+) colocado correctamente.

• No tire nunca las pilas al fuego porque podrían explotar.

• Mantenga las pilas alejadas del alcance de los niños.

• Cuando las pilas estén a punto de agotarse, extráigalas inmediatamente del Organizador para evitar que se fugue su electrolito, lo que podría causar la corrosión de dicho Organizador.

Debido a que las pilas entregadas con el Organizador han sido instaladas en fábrica, éstas pueden descargarse antes de transcurrir el tiempo de duración especificado.

Cambio de las pilas de funcionamiento

Intervalo de cambio de las pilas

Cuando se visualice "**BATT**", reemplace inmediatamente las pilas por otras nuevas. Si el nivel de las pilas es bajo, la luz de fondo no funcionará, o permanecerá activada durante menos tiempo del ajustado. La utilización prolongada del Organizador con las pilas débiles puede alterar o borrar el contenido de la memoria. El contenido de la memoria puede perderse si reemplaza inadecuadamente las pilas o si no toma en cuenta las instrucciones siguientes.

Precaución:
- PC-LINK puede no estar disponible si las pilas están débiles.
- Cuando el nivel de las pilas sea bajo quizás no pueda utilizar el informe de gastos (informe resumido)
- Con las pilas débiles, la introducción de nuevos datos y la edición de los existentes puede resultar imposible en algunos modos. Además, quizás resulte imposible ajustar el reloj.

Cambio de las pilas

- Asegúrese de desconectar la alimentación antes de cambiar las pilas.
- No presione ON hasta después de haber finalizado el procedimiento de reemplazo de las pilas.
- No reemplace las pilas de una vez. Reemplácelas una tras otra.

1. Pulse ON para desconectar la alimentación.
2. Afloje el tornillo (girándolo hacia la izquierda) y extraiga la tapa de las pilas de la parte posterior de la unidad.
3. Retire una pila usada con un bolígrafo u otro objeto similar.
- No emplee un lápiz mecánico ni un objeto puntiagudo.
4. Instale una nueva pila con el lado positivo (+) encarado hacia arriba.
5. Repita los pasos 3 y 4 para reemplazar cada pila.
6. Vuelva a instalar la tapa del compartimiento de las pilas y asegúrela con el tornillo.
7. La alimentación se conectará 2 a 3 segudos después de pulsar ON.
8. Ajuste el reloj a la hora correcta.

Precaución:
- Los ajustes del reloj pueden perderse cuando extraiga las pilas durante mucho tiempo.
- Confirme si todos los ajustes están realizados correctamente después de haber cambiado las pilas.

MEMO

MEMO

QUICK REFERENCE GUIDE

Clock Setting

1. Press CLOCK then EDIT.
2. Select AM or PM using AM/PM (or ▲ ▼).
3. Press ▶ and enter the hour.
4. Press ▶ and enter the minutes, month, day and year.
5. Press ▶ then select your Home city using ▲ or ▼.
8. Press ENTER.

Telephone Mode

1. Press TEL to select the desired category from Personal, Business or Others.
2. Press NEW.
3. Enter each entry field and press ENTER.

   Entry fields are as shown below.

   Last name → First name → Company → Home# →

   Office# → Fax# → Other# → Address → City →

   State → Zip code → Country → E-mail → Notes
4. Press ENTER.

Schedule Mode

1. Press SCHEDULE then NEW.
2. Enter the date then press ENTER.
3. Enter Start Time then press ENTER.
4. Enter End Time then press ENTER.
5. Use ◀ or ▶ to select Yes for alarm setting.
6. Press ENTER.
7. Enter the time for Reminder and press ENTER.
8. Enter the Description then press ENTER.

Anniversary Mode

1. Press ANN then NEW.
2. Enter the date then press ENTER.
3. Enter Reminder date from 0 to 9 then press ENTER.
4. Enter the Description then press ENTER.

QUICK REFERENCE GUIDE

To Do Mode

1. Press TO DO then press NEW .

2. Enter the date then press ENTER .

3. Use ◄ or ► to select the priority number from 1 (High) to 9 (Low) then press ENTER .

4. Enter what you have to do on the target day then press ENTER .

Expense Mode

1. Press EXPENSE then press 1 or E to select Expense

2. Press NEW and enter the date then press ENTER .

3. Use ◄ or ► to select the expense category then press ENTER .

4. Enter the amount then press ENTER .

5. Use ◄ or ► to select Payment then press ENTER .

6. Use ◄ or ► to select the availability of the Receipt then press ENTER .

7. Enter the Memo then press ENTER .

Searching for Information

To view the Listings in the Telephone Mode

1. Press TEL the appropriate number of times.

2. Press NEXT or PREV .

To view the Listings in the Schedule mode.

1. Press SCHEDULE .

2. Enter the target date.

3. Press ENTER .

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SHARP ELECTRONICS CORPORATION warrants to the first consumer purchaser that this Sharp brand product (the "Product"), when shipped in its original container, will be free from defective workmanship and materials, and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof with a new or remanufactured equivalent at no charge to the purchaser for parts or labor for the period(s) set forth below.

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any Product the exterior of which has been damaged or defaced, which has been subjected to improper voltage or other misuse, abnormal service or handling, or which has been altered or modified in design or construction.

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Your Product :	Electronic Organizer
Warranty Period for this Product :	One (1) year parts and labor from date of purchase.
Additional Items Excluded from Warranty Coverage :	Any consumable items such as paper, maintenance cartridge, ink cartridges supplied with the Product or to any equipment or any hardware, software, firmware, fluorescent lamp, power cords, covers, rubber parts, or peripherals other than the Product.
Where to Obtain Service :	At a Sharp Authorized Servicer located in the United States. To find out the location of the nearest Sharp Authorized Servicer, call Sharp toll free at 1-800-BE-SHARP.
What to do to Obtain Service :	Ship (prepaid) or carry in your Product to a Sharp Authorized Servicer. Be sure to have proof of purchase available. If you ship or mail the Product, be sure it is packaged carefully.

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